

# Travel & Expense Account Transmittal Sheet

## After Approval, Mail Receipts To

Parks and Recreation  
P.O. Box 942896  
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	05/13/09-05/15/09
Total Expense Amount	1599.52
Amount Due Employee	242.32
Form ID	TEA000466544

## DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/13	O/S Lodging	47.61	
2)	05/14	O/S Incidentals	6.00	
3)	05/14	O/S Lodging	47.61	
4)	05/15	O/S Incidentals	6.00	
5)	05/15	O/S Parking, Auto	27.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

**Travel & Expense Account  
Transmittal Sheet**

I have reviewed the following documents.

Approved  
by

\_\_\_\_\_  
Michael F HARRIS

# **Travel & Expense Account Summary**

Employee Name                      Ruth COLEMAN  
Expense Dates                      05/13/09-05/15/09  
Report Name                        NASPD May 09

Request Total \$    1599.52  
Direct Charge Total -    1357.20  
Travel Advances -        0.00  
Net Due Employee =    242.32

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NASPD	1599.52

NOTE: (d)=Direct Charge

DATE	Wed May 13	Thu May 14	Fri May 15							TOTAL
O/S Lodging	47.61	47.61								95.22
O/S Dinner	18.00	18.00	18.00							54.00
O/S Lunch	10.00	10.00	10.00							30.00
O/ S Mileage, Personal Auto	6.05		6.05							12.10
O/S Breakfast		6.00	6.00							12.00
O/S Incidentals		6.00	6.00							12.00
O/ S Parking, Auto			27.00							27.00
O/ S Commercial Air Fare (d)			1357.20							1357.20
TOTALS \$	81.66	87.61	1430.25							1599.52

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NASPD	05/13/09	O/S Lodging	47.61	Cash
Regular Travel	NASPD	05/13/09	O/S Dinner	18.00	Cash
Regular Travel	NASPD	05/13/09	O/S Lunch	10.00	Cash
Regular Travel	NASPD	05/13/09	O/S Mileage, Personal Auto	6.05	Cash
Regular Travel	NASPD	05/14/09	O/S Breakfast	6.00	Cash
Regular Travel	NASPD	05/14/09	O/S Lunch	10.00	Cash
Regular Travel	NASPD	05/14/09	O/S Incidentals	6.00	Cash
Regular Travel	NASPD	05/14/09	O/S Dinner	18.00	Cash
Regular Travel	NASPD	05/14/09	O/S Lodging	47.61	Cash
Regular Travel	NASPD	05/15/09	O/S Dinner	18.00	Cash
Regular Travel	NASPD	05/15/09	O/S Breakfast	6.00	Cash
Regular Travel	NASPD	05/15/09	O/S Lunch	10.00	Cash
Regular Travel	NASPD	05/15/09	O/S Incidentals	6.00	Cash
Regular Travel	NASPD	05/15/09	O/S Parking, Auto	27.00	Cash
Regular Travel	NASPD	05/15/09	O/S Mileage, Personal Auto	6.05	Cash
Regular Travel	NASPD	05/15/09	O/S Commercial Air Fare	1357.20	Direct Charge

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
O/S Commercial Air Fare on 05/15/09 for 1357.20	Airfare has been reimbursed by National Association of State Park Directors, check no. 1189 paid to CA State Parks and submitted to DPR - Accounting